The following are instructions on how to access this EEO online course:

STUDENT REGISTRATION

1. Go to the Course Site's web site at www.coursesites.com
2. In the box on the right hand side of the page titled "**Sign up Today**". Ignore wording about payments- this does not apply to students. Click on "**Click Here**" inside the box.
3. On the "**Terms of Use"** page, scroll to the bottom of this page and find the box that states, "In creating this account you acknowledge that you are over 13 years old." Check on this box then click on **"Accept Agreement".**
4. On the "Create New Account " page enter your first name, last name and user name (Fire ID) in the appropriate boxes. Also included your e-mail address and a password that will be unique to this function. Then click on the "submit" button at the bottom of the page.
5. Retain your username and password for future reference.

YOU ARE NOW REGISTERED ON BLACKBOARD

COURSE LOGIN

Once you are registered on Blackboard

1. Return to www.courses.com if not already there.
2. Login, using your user name and password in the appropriate spaces to register.
3. Once you have registered, you can enroll in the EEO course by clicking on the blue "**Course**" tab on the upper right hand side of the page.
4. On the next page, there will be a "Course Search Section" on the left-hand side. Enter **EEO Law 101a** into the course search section and click go.
5. This will bring you to a page with "Montgomery County Fire Rescue, EEO Law " in blue. At the end of this line click enroll.
6. Click submit
7. Click OK
8. This will take you to the announcements page of the EEO course. Follow the instructions to continue with the course. The course material can be found by clicking on the "Course Documents" tab. The course material is a Power Point document. Each section can be opened by left clicking on the lower heading that ends in .ppt (#Kb). This will display the pointing finger when the mouse pointer rests on it. You can move from page to page by left clicking the mouse. You must mark each item in the Course Document section as reviewed. **If you do not check the "Mark Reviewed" button you will not be able to view the next course item**.
9. The test is in the "Assignments" section.
10. Once you have reviewed the material and taken the test you can log out of the course by clicking on the X box in the upper right hand corner and then logging out.
11. The course can be halted at anytime. You may return to at your convenience. If you must stop while taking the test make sure you save your answers before leaving.

Remember to do your own work. Since this is an electronic course we can review every aspect of your visit to the course site.